

**MAYOR AND CITY COUNCIL
CITY OF SEAT PLEASANT
REGULAR WORK SESSION
MONDAY, DECEMBER 3, 2012
6:00P.M.**

1. OPENING

1.1.1 Call to Order

Council President Porter called the meeting to order at 6:04 p.m.

1.1.2 Roll Call

Present: Mayor Eugene Grant (Absent), Councilmember Johnie L. Higgs, Sr., Councilmember Eugene Kennedy, Councilmember Kelly Porter, Councilmember Gerald R. Raynor, Sr., Councilmember Elenora Simms, Councilmember Aretha Stephenson, Councilmember Reveral Yeargin (Excused)

Staff: Robert Ashton, Acting City Administrator, Dashaun N. Lanham, City Clerk,

1.1.3 Invocation and Pledge of Allegiance:

The invocation was given by Councilmember Higgs

1.1.4. Approval of Agenda

The agenda was approved with the following modifications: Tabled reading of the Resolution R-13-11 and 6.4. Approve G.S. Proctor & Associates Lobbying Services. It was motioned by Councilmember Raynor and seconded by Councilmember Higgs to approve the agenda. The motion carried.

2. PRESENTATIONS:

2.1. None

3. LEGISLATION

- **Ordinance O-13-07 FY2012-2013 Budget Amendment for Council Chambers Microphone Upgrade.** O-13-07 was introduced by the City Council on Monday, December 3, 2012 and the first reading was concluded.
- **Resolution R-13-11 Competitive Bid Waiver for Lobbying Services** was tabled. Councilwoman Simms stated that it is a history with the firm Proctor & Associates. She stated that we were contracted with them before and he did not perform under the previous contract. He terminated the contract before

with the City. She doesn't understand why this is coming up every six months. She stated the Council talked about lobbying before and it was requested that RFP be compiled. She stated that he lied on the bond bill received for the City of \$250,000. She stated that it was former Councilwoman Gatling that lobbied for the bond bill. She stated it is favoritism and it is illegal.

- **Resolution R-13-12 Charter Amendment for Section C-311 to provide for Fair Summary Publications of Ordinance** was introduced by the City Council on Monday, December 3, 2012. It was motioned by Councilmember Higgs and seconded by Councilwoman Stephenson to approve Resolution R-13-12. The motion carried.
- FOR: Higgs, Porter, Raynor, Simms, Stephenson
- ABSTAIN: Kennedy
- AGAINST: None
- **Resolution R-13-13 Charter Amendment for Competitive Bid Exemption** was introduced by the City Council on Monday, December 3, 2012. It was motioned by Councilmember Higgs and seconded by Councilmember Porter to approve Resolution R-13-13. The motion carried.
- FOR: Higgs, Porter and Raynor
- ABSTAIN: None
- AGAINST: Kennedy, Simms and Stephenson

4. REPORTS

4.1. Mayor's Report:

- Mayor Grant was absent from the meeting and no report was submitted.

4.2. City Administrator Report:

- Mr. Ashton stated that they are working on an RFP for the Telephone System on the mobile and non-mobile telephones.
- The City was approved under the Community Legacy program to be a participant under the collaborative agreement. He provided an e-mail of approval on the grant and the Resolution R-13-08 that allowed the City to go through the door for approval of improvements to homes in the City
- They have narrowed down applicants for the Economic Development Coordinator position. The Human Resources Officer will be setting up interviews.
- He stated that when Mr. Jones was on board we put an RFP out for the Copier Machines. We have satisfied all of Maryland requirements on the advertisement. The copiers will be installed soon. The Copier Committee selected a company, which has lowered the cost on the current copier contract.

4.3. Council Committee Reports:

- 4.3b Finance & Budget Committee-Councilmember Higgs stated that his verbal report is a synopsis of what they will be doing in the month of December. He stated that he is compiling a list summary and they will be meeting on December 27, 2012.
- 4.3c. Governmental Affairs & Technology Committee-Councilmember Raynor stated that his report was submitted in writing. Councilwoman Simms stated that there are three things that they will mainly be working on this year. She's hoping that Council can be focused on the Council goals and objective.
- 4.3d. Human Services, Health & Education Committee-Councilwoman Simms stated that they have not met. However, she will be requesting the Council to attend the Health Partnership meeting on a rotating basis. She stated that she has an emergency situation that will be presented to the Council in writing.
- 4.3f. Public Works & Transportation Committee- Councilwoman Stephenson stated that her committee met on November 20, 2012.
- They discussed the goals for the FY2014 budget.
- They will be having a defensive driving class on January 13, 2013.
- They are requesting the approval to purchase transportation for City Hall staff and the Director of Public Works to be deducted from the speed camera monies.
- She stated that they have outsourced snow removal services for \$1,500 to avoid inflated cost and the same company provides tree removal services.
- The Community Service Program saved the City \$160,734 with a 12% saving benefits.
- Mr. Thompson provided the committee with the update discussion from the previous committee and improvements.
- The radio operations application for the FCC was completed.

• 5. NEW BUSINESS

5.1. Request for Funds for Emergency Preparedness Training

- Mr. Ashton stated that the Mayor requested for the City to provide \$1,000 for training to residents to teach them on what to do in a case of an emergency.
- The training is scheduled for December 15, 2012

5.2. Request for Funds to Purchase and Install Generator

- Mr. Ashton stated that the request from the Mayor was for the purchase and installation of a generator to restore power in case of power outages. The cost of the generator is \$40,000.

- The generator will provide electricity for Town Hall, Public Works and the Police Department.
- Mr. Ashton stated that the expenditure meets the requirements of the Speed Camera stipulation.

6. UNFINISHED BUSINESS:

6.1. Council Goals & Objectives

- Councilwoman Simms stated that the Council can agree on 3-4 things to submit to the Mayor for the next year.
- Councilmember Porter stated that the Council needs to look at the Strategic Plan put together by Kim Rhim.

6.2. Employee Christmas Bonus

- It was motioned by Councilmember Higgs and seconded by Councilmember Raynor to approve the employees Christmas Bonus. The motion was unanimously approved
- It was motioned by Councilmember Kennedy and seconded by Councilmember Higgs to approve the Christmas Bonus of \$75.00. The motion carried and was unanimously approved.
- Councilwoman Simms wanted to know the difference in the bonus that was budgeted and the request for the Christmas Bonus.
- Mr. Ashton stated that the request had come from Councilmember Kennedy. The bonus money in the budget was tied to the evaluations.
- Councilmember Kennedy stated that he sat in on the budget deliberation and heard that there will not be any salary increases. He stated that the City could not be excellent without the employees.

6.3. Council Computer Upgrade-Update on iPad Storage Capacity

- Mrs. Lanham stated that in order to ensure that storage capacity on the iPad are sufficient the Council will need to purchase the 64GB iPad.
- If the purchase is approved the iPad will have a web base program called drop box to have documents forwarded in a PDF file. Each employee that will forward documents to the Council, the City Administrator and City Clerk will need to use the drop box program.
- It was requested by the Council to check into the donation and selling of the City property and to provide the cost of the iPad's.

7. ANNOUNCEMENT

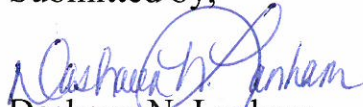
7.1. Public Session, Monday, December 10, 2012, Seat Pleasant City Hall-Council Chambers at 7:00p.m.

7.2. Seat Pleasant 3rd Annual Legislative Breakfast, Thursday, December 13, 2012, Seat Pleasant Activity Center, 5720 Addison Rd., Seat Pleasant, MD 20743 from 7:00am-10:00am

7.3. City Website Demonstration for Citizens "How to Use the City Website", Thursday, December 20, 2012, Seat Pleasant City Hall-Council Chambers from 1:00p.m.-2:00p.m.

ADJOURN-The meeting adjourned at 8:03pm

Submitted by,



Dashaun N. Lanham

City Clerk

APPROVED 02/11/13